

Honorarium Request

Amount must be \$500 or less, see [Honorarium Guidelines](#).

Please allow up to two (2) weeks for processing. Incorrect or missing information may delay processing.

Send the completed form to Accounts Payable (acctspayable@ufv.ca)

Cheque Information

Date Cheque Requested _____ Date Cheque Required _____

Cheque Payable To (Legal Name) _____

Banner ID _____ Current UFV Employee? Yes No

Home Address _____

City _____ Province _____ Postal Code _____

Social Insurance Number* _____

*Canada Revenue Agency requires the University to report on a tax slip all payments for services made to an individual in a calendar year that sum to more than \$500. We are required to ask for the SIN# to accurately track payments to issue a T4A if necessary.

Privacy Notification: Your personal information is collected under the authority of section s.26(c) of the Freedom of Information and Protections of Privacy Act (British Columbia). It will be used for the sole purpose of issuing Honorariums. Questions about the collection of this information may be directed to Legal at legal@ufv.ca.

Department _____ Budget Code _____ Amount _____

Payment Information

Date(s) of Service

Reason for Honorarium

Mailing Instructions
(if different from above)

Authorization

	Name	Signature	Date
Requestor	_____	_____	_____
Signing Authority	_____	_____	_____